

EMPLOYEE DISCIPLINARY ACTION ROUTING FORM

Prior to taking any disciplinary action (written warning, disciplinary suspension without pay, demotion or dismissal), this routing form and all documents regarding the proposed disciplinary action must be reviewed by the Human Resources Office for policy compliance, technical accuracy and legal defensibility.

Employee's Name:

Program/Department:

Classification:

Date:

Appointment Status:

- ☐ Permanent
- ☐ Career
- ☐ Probationary/Trainee

Recommended Disciplinary Action Category:

- ☐ Unsatisfactory Job Performance
- ☐ Grossly Inefficient Job Performance
- ☐ Unacceptable Personal Conduct

Type Action Recommended: (check one)

- ☐ Written Warning
Proposed Effective Date:
- ☐ Disciplinary Suspension without Pay
Proposed Predisciplinary Conference Date:
Proposed Effective Date:
- ☐ Demotion
Proposed Predisciplinary Conference Date:
Proposed Effective Date:
- ☐ Dismissal
Proposed Predisciplinary Conference Date:
Proposed Effective date:

Prior Disciplinary Action(s) [include date and type of action(s) and whether active or inactive]:

- 1.
- 2.
- 3.
- 4.
- 5.

Checklist of Items to be Included in Disciplinary Document

- ☐ Category of Disciplinary Action (unsatisfactory job performance, grossly inefficient job performance, unacceptable personal conduct)
- ☐ Type of Disciplinary Action (written warning, disciplinary suspension without pay, demotion, dismissal)
- ☐ Specific factual reasons for the action based on employee and witness accounts
Include references to policy or work rule violation and name(s) of accuser(s) if other than a written warning
- ☐ Specific improvements required to resolve the performance or conduct problem
- ☐ Timeframe allowed for the required improvement
- ☐ Consequences for failing to make required improvement
- ☐ Follow up conference: _____ date and time
- ☐ Overall efforts taken or recommended to help employee meet required improvement
- ☐ Refer the employee to EAP if appropriate
- ☐ Appeal rights, including a copy of the Employee Grievance Policy (Directive III-8), if applicable
- ☐ Place certified mail number on document to be mailed or a space for the employee to sign and date when received in person.

Signature of supervisor/manager issuing disciplinary action

_____ Date _____

Human Resources Use Only

Date disciplinary document draft reviewed by Employee Relations Specialist (where applicable) or other HR reviewer _____

Date final disciplinary document was mailed certified return receipt requested or provided in person _____

Reviewed and placed into the employee's personnel file (date): _____ by
HR staff: _____